Microsoft® Office 2007

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Online Books

The 2007 Microsoft Office System Step by Step
by Joyce Cox et al.
Microsoft Press ® 2007 (752 pages)   Archive
ISBN:9780735622784

Microsoft Office Excel 2007 Inside Out
by Mark Dodge and Craig Stinson
Microsoft Press ® 2007 (1088 pages)
ISBN:9780735623217

E-Learning Courses

Office New Features

Microsoft Office 2007: New Features
- New Features for End Users in Microsoft Office 2007
- Microsoft Office Excel, PowerPoint, and Outlook 2007
- Microsoft Access 2007 and Microsoft Publisher 2007
- Sharing and Collaboration in Microsoft Office Enterprise 2007

Word

Microsoft Office 2007: Beginning Word
- Getting Started with Word 2007
- Working with Text and Paragraphs in Word 2007
- Structuring, Editing, Saving, and Opening Documents in Word 2007
- Printing, Help, and Automated Formatting in Word 2007
- Working with Documents in Word 2007

Microsoft Office 2007: Advanced Word
- Advanced Formatting in Word 2007
- Advanced Document Navigation and Document Reviews in Word 2007
- Using Tables, Charts, and Graphics in Word 2007

Microsoft Office 2007: Word for the Power User
- Advanced Data Manipulation Features in Word 2007
- Advanced Document Features in Word 2007
- Collaborative Features in Word 2007

PowerPoint

Microsoft Office 2007: Beginning PowerPoint
- Getting Started with PowerPoint 2007
- Adding Graphics to Presentations in PowerPoint 2007
- Adding Multimedia and Animations to Presentations

Microsoft Office 2007: Advanced PowerPoint
- Creating Custom Slide Shows in PowerPoint 2007
- Distributing Presentations in PowerPoint 2007

Excel

Microsoft Office 2007: Beginning Excel
- Getting Started with Excel 2007
- Manipulating and Formatting Data and Worksheets
- Reviewing and Printing in Excel 2007
- Excel 2007 Formulas and Functions
- Excel 2007 Charts, Pictures, Themes, and Styles

Microsoft Office 2007: Advanced Excel
- Advanced Formatting in Excel 2007
- Advanced Data Management in Excel 2007
- Advanced Customization in Excel 2007

Microsoft Office 2007: Excel for the Power User
- Analyzing Data in Excel 2007
- Protecting and Sharing Excel 2007 Workbooks
- Exchanging Data with Excel 2007

Outlook

Microsoft Office 2007: Beginning Outlook
- Getting Started with Outlook 2007
- Formatting and Managing E-mail in Outlook 2007
- Using the Calendar in Outlook 2007
- Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
- Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007

Microsoft Office 2007: Advanced Outlook
- Customizing Outlook 2007 and Using the Journal
- Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
- Working with SharePoint, Calendars, and Forms in Outlook 2007

Microsoft Office 2007: Outlook for the Power User
- Data Security, Archiving, and Working Offline in Outlook 2007
- Instant, Text, and Unified Messaging in Outlook 2007
- Business Contact Manager with Outlook 2007

Plus Access, Visio, Project, SharePoint, Publisher and more!